



Request for Proposals (RFP) – Addendum #3

EXCHANGE RFP- HEALTHCARE REFORM PROJECT PMO

Maryland Health Benefit Exchange (Exchange)

SOLICITATION NO. EXCHANGE – (DHMSO303291)

Issue Date: December 13, 2011

NOTICE

Prospective Offerors who have received this document from the Exchange's web site or eMarylandMarketplace.com, or who have received this document from a source other than the Procurement Officer, and who wish to assure receipt of any changes or additional materials related to this RFP, should immediately contact the Procurement Officer and provide their name and mailing address so that addenda to the RFP or other communications can be sent to them.



ADDENDUM - SOLICITATION # DHMSO303291 – MULTIPLE CHANGES

Please be advised of the following clarifications and amendments to solicitation # DHMSO303291 concerning the procurement of PMO services to support the Maryland Health Benefits Exchange:

Clarifications and Amendments:

- 1) The 40 page limit for the technical proposal inclusive of resumes will not change; however, the proposal instructions are hereby amended to give bidders the latitude to use different fonts and spacing for resumes. Single spacing is acceptable. Minimum font size is 10 point.
- 2) The purpose of the "Key personnel" designation is twofold: 1) to ensure that critical resources are committed to the project through its duration and will not be replaced without prior approval from the contract monitor; and 2) to ensure that offerors will be prepared to produce those key personnel for oral presentations on December 20th and 21st. The Exchange expects resumes for all requested positions. The absence of a non-key resume will not disqualify a bidder's proposal; however, since this is primarily a solicitation for resources, such an absence reduces the probability of award. Any contract award resulting from this solicitation will be an indefinite quantity contract for labor to be provided at fixed unit prices.
- 3) As per section 3.C.2.b of the RFP, please submit signed letters of intended commitment for key resources. By this amendment, we extend this certification requirement to all eleven positions requested in this solicitation (where an individual has been proposed). These letters of commitment may be provided in an appendix and be counted outside the 40-page technical proposal limit. Additionally, offerors should certify that the proposed resources will be made available to the Exchange whether the Exchange selects all the proposed resources as a group, or whether the Exchange decides to select one or more of the proposed individuals to staff the Exchange PMO.
- 4) In the case of a multiple award situation, successful bidders (i.e. the company providing the resources) will have contracts directly with the Exchange and not be considered a sub-contractor to another awardee. Their resources, however, may receive functional work direction from a member of another company on a day-to-day basis.